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MILITARY COURTESY

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Military Courtesy

By

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U. S. A.

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FOREWORD

The necessity for a treatise on Military Courtesy must be obvious to all who remember that this nation has not hitherto been a military one to which the forms and ceremonies of army life have been made familiar by the existence of standing armies much larger than our own and therefore more influential in moulding the manners of the people, as is the case in most European countries.

Foreigners traveling in the United States have often commented upon a tendency here to regard discourtesy as a foible of minor importances which could easily be atoned for by the presence of what are called more solid qualities.

It is therefore not surprising that

with such an idea so widely diffused as it seems to be among our people, the sudden transference of men from civil to military life with its necessary discipline in manners as well as in other respects, should find among the newly-made soldiers many who do not take kindly to this feature of the army regulations. The fact that General Pershing was obliged to explain that a salute to an officer is not a symbol of servitude but of loyalty is sufficient to show that military courtesy, like good manners, is not always innate in a man but must be taught him by discipline if he lacks it when he enters the service.

MILITARY COURTESY

By Major Theodore L. Bailey,
U. S. A.

COURTESY is closely allied to Customs and Ideals of the Service, Morale, Esprit de Corps, and Discipline. Together they produce efficiency and success. Napoleon said that of all the elements that went to make up battle efficiency in an army, 75 per cent of such elements was Morale, and by morale he meant that esprit de corps which is instilled into an army by discipline and military courtesy.

Army Regulations (Par. 4) state:

"Courtesy among military men is indispensable to discipline."

The most familiar symbol of military courtesy is the salute; and it is interesting to note that when the salute was largely abandoned in the

Russian Army, discipline and fighting efficiency disappeared at the same time.

What is Military Courtesy? It consists not only of the many forms prescribed by regulations and customs of the service, but also of the many little courtesies of civil life, such as removing your hat when you enter an office, mess hall, or club, rising when a senior enters your office, offering him a chair, and stepping aside and permitting the senior to precede you in leaving or entering a room.

Army Regulations prescribe (Par. 4):

"Respect to superiors will not be confined to obedience on duty, but will be extended on all occasions."

and Par. 406, Sub. 6:

"As a rule juniors will give way to seniors, and at all times juniors will show deference to their seniors and will not ignore their presence."

Military men are required to be

especially punctilious about the little amenities of civil social life, and not to forget or omit them because they have become soldiers.

Why is Military Courtesy considered so important? Because it is the oil which lubricates the military machine, and also the oil which calms what might sometimes be the turbulent waters of relations between military men. It also helps to create discipline and esprit de corps.

Brigadier General R. K. Evans has recently said in a General Order:

"Owing to the present state of flux of the Army due to shifting and new personnel, it is incumbent on commanding officers of all degrees to carefully enforce all provisions of Army Regulations and Customs of the Service regarding military courtesy. Laxity in the observance of courtesies is indicative of poor discipline and make for a less smooth and efficient performance of duty.

"In bringing the observance of courtesies to the high standard demanded by military discipline, friendly counsel to junior officers will be the greatest factor. No officer should resent the advice of superiors as to social conduct and the observance of courtesies any more than he would having explained to him the manner of performance of some official duty of which he lacked knowledge. The efficient performance of official duties and due observance of courtesies go hand in hand to complete the high standard required of officers."

HISTORY

The origin of Military Courtesy dates back to the Order of Knighthood in the eleventh century. Although, to give the devil his due, it is said that the Knights inherited this virtue from the Germanic Tribes.

When the prospective Knight went

to his training camp he was only seven to nine years old, and instead of spending two or three months in training, he devoted about twelve years to perfecting himself in the arts of a soldier. During this time he was called not a "cadet" or "candidate" but a "novice" in chivalry. He was taught (1) skill in arms, (2) fearlessness, (3) truth and honor, and (4) last but not least—courtesy. He was trained to be chivalrous to women, kind and gentle to the aged, weak, and infirm. When the novice proved himself to be a gentleman and a soldier and to be worthy of his commission, he was "dubbed" a Knight. He then promised (1) to be loyal, (2) to protect women, children, the aged and the infirm, (3) never to lie or utter slander, and (4) to live in harmony with his equals.

It is extremely embarrassing for a small boy when he first attends a formal reception. He does not know

what to do. A military man just entering the service may be similarly embarrassed. The following suggestions will help you:

IN GENERAL.

When walking or riding with seniors, place yourself on their left (A. R. 406, Sub. 6) and keep step with them. If you be an enlisted man, walk on the left and one pace to the rear of an officer. Reviews and ceremonies may constitute an exception to this rule. In reviewing troops the reviewing officer places himself on the right of his guests regardless of his or their rank. (I. D. R. 711 et seq.)

If you be an officer and send an orderly with a verbal message to an officer equal in rank or junior to you, instruct your orderly to say: "Captain ———— presents his compliments to Lieutenant ———— and wishes Lieutenant ———— to," etc. But if you are a junior sending a

message to a senior do not have your compliments presented.

The use of the word "wish" brings up the matter of courtesy that may be shown you by your superiors. Should your superior officer express a wish or desire that you perform a certain act, his wish or desire is tantamount to a command. This matter has been reaffirmed in a recent court martial proceeding. If your superior officer "invites your attention" to a new order or regulation just promulgated, there is no string attached to such expression. But should you fail to observe such regulation your superior may "call your attention" to such regulation, and such expression is admonitive in character.

In addressing an officer, or, if you be a Lieutenant, a superior, never forget that the first word should be "Sir" upon any and all occasions. That little word marks the soldier. Should you offer your

superior the newspaper, do not say: "Captain Smith, would you like to see the paper?" but "Sir, would the Captain like to see the paper?" Always be impersonal in opening a conversation. If you write to the Commandant, do not address, "Major ————," but "The Commandant." Address the office and not the individual.

Except in the field, under campaign or simulated campaign conditions, a mounted officer or soldier dismounts before addressing a superior officer not mounted. (A. R. 383, Sub. 4). Through evolution the motorcycle and automobile have largely supplanted the horse, but the above rule should be applied to an officer or man riding on a motorcycle or in an automobile.

A Second Lieutenant is sometimes addressed socially as "Mister," but a First Lieutenant usually as "Lieutenant." First and Second Lieutenants of the Medical Corps are often

addressed socially as "Doctor." But a medical Captain or superior is addressed by his military title. All officers are addressed officially by their military titles.

Never criticiże superiors. (A. R., Par. 5.)

PERSONAL APPEARANCE.

Be careful about your personal appearance. See that your uniform is clean and neat. Read your uniform Regulations and Orders affecting uniforms and conform strictly to them. I have seen during a rainstorm, a First Lieutenant walking down the street carry an opened umbrella. I am glad to say that he was not an officer in the Air Service.

I have also noticed line officers with their blouses and overcoats unbuttoned. One Lieutenant in formation, but in the line of file closers, had both hands in his breeches pockets. These things are not done.

They lack smartness and are unmilitary.

Remember the advice Polonius gave to his son who was about to depart for France: (Hamlet, Act 1, Scene III.)

"Costly thy habit as thy purse can buy
But not expressed in fancy: rich, not gaudy:
For the apparel oft proclaims the man;
And they in France, of the best rank and station,
Are most select and generous, chief in that."

And the rest of Polonius' advice is worth reading and taking to heart.

In a communication to Divisional and Department Commanders, the War Department has said of dress:

"All commanders are further enjoined to vigorously suppress all slovenliness of personal dress and the wearing of uniform outer clothing. Uniformity of dress through-

out a command is absolutely essential to discipline. . . . One inspector aptly states: 'When a command is seen, some in campaign hats, some in canvas caps, some in Red Cross helmets, some in stocking caps, and some in combinations of these different articles, all in the same organization, the effect is ruinous to smartness, and hence to discipline.' "

The experience of the British Army in the present war is of interest. At first the men had the best of discipline. Their bright brass buttons, however, attracted the undue attention of German snipers, and the order was given to blacken their buttons.

Immediately dingy, rusty buttons were seen among English troops, and the soldiers were given their first taste of slovenliness. Soon the men were not keeping their shoes shined, and it finally resulted in their going dirty about their persons.

The cause of the failure of the troops to show up in efficient form was traced and it was found that the button order was at the back of it all. When this order was rescinded the English troops became more cleanly and there was a corresponding increase in discipline and efficiency.

ADDRESSING SUPERIORS AND REPORTING.

If you wish to ask an officer a question, salute and say, "Sir, private Smith requests permission to ask the Captain a question." Whether you be enlisted or commissioned, never forget to prefix all remarks to a superior by that word, "Sir," which stamps the soldier. Do not forget to state your name so that the senior may know with whom he is speaking. While talking with a senior be careful to maintain the position of a soldier.

You have the right to see the

Commanding Officer about any matter which is of sufficient moment. But you must first obtain permission. If the Commanding Officer sends for you, ask the Adjutant if you may enter the Commanding Officer's office at that time.

In reporting to any officer, if the door of his room be shut, knock twice, walk in a military manner to a position squarely in front of his desk and about four feet distant. Click your heels and stand at attention until the officer is through with his writing or other work. Then, and not till then, salute and say, "Sir, private Smith reports as ordered." The officer will return your salute and give you instructions. During this time stand in the position of the soldier, in every detail as prescribed by Par. 51, I. D. R. Then salute again, about face or right or left face, as the circumstances require, and walk out of the office in a military manner.

When you have received your commissions as lieutenants and are assigned for duty to a post, you will receive orders directing you to "report for duty to commanding officer" of that post. You will proceed without delay and by the shortest route to destination. You first report to the Adjutant and present a copy of your orders. You also ask the Adjutant when you should report to the commanding officer. Also ask the Adjutant about the uniform then prescribed for officers at that post (in which you should report) and also whether or not you should report with hat on and wearing side arms. (Uniform Reg. par. 55(c). Should side arms be required (which is not probable) you can always borrow them for the purpose of reporting. Remember that whenever side arms are worn indoors, the hat is never removed. In reporting to the Commanding Officer say, "Sir, Lieutenant Smith reports for duty," and present

a copy of your orders to him.

Also ask the Adjutant if it is customary at your post to make the prescribed social call on the Commanding Officer. (A. R., 406 and 407.)

While traveling, and at all other times, an officer does not ignore the presence of seniors. Introduce yourself to them, saying, "Sir, Lieutenant Smith of the 143rd Aero Squadron."

In conversation, a junior never interrupts a superior.

At mess, juniors do not monopolize the conversation, nor do they take seats or rise before their superior officer. Officers are expected to be especially attentive to good table manners.

The following story has been told abroad of American Flyers:

> "A member of the American Flying Corps had to make a precipitate descent and was fortunate enough to come down at a British aerodrome behind the lines,

not, however, without mixing up things a bit.

"After rescuing himself from the tangle of wires, he limped slowly to an officer.

" 'Are you the big noise of this joint?' he asked.

" 'I am the commanding officer, if that has anything to do with it,' was the reply.

" 'Well,' said the American, 'I just looked in to tell you I have spread the petrol tank on your grass plot.' "

While that is a good story, it has, of course, no foundation in fact, as American Aviators, like the Air Service men of all the allied armies, are the best disciplined soldiers in the world, and punctilious in the observance of Military Courtesy. It will be your pleasure and duty to sustain the traditions of the Air Service, and see to it that such stories in the future, as well as in the past, have no foundation in fact.

NATIONAL ANTHEM.

When our National Anthem, To the Colors, or To the Standard, are played, all officers and men in uniform and covered but not in formation stand at attention facing the music (except at retreat, when they face the flag) and salute on the first note, holding the salute till the last note. If uncovered, they do not salute at all, but remain at attention through the playing of the piece. (A. R. 378 as changed by C. A. R. 59.)

Upon all official occasions the same respect is paid to the National Air of a foreign country. (A. R. 378.)

THE SALUTE.

The salute has received a great deal of attention from General Pershing. He has said:

> "When I tell a man to stand up before me in military position, with his heels together, I am not debasing him, but lifting him up

to the dignity of the military profession.

"There is a silent mutual understanding between the officer and the man when the salute is given; the two are expressing the sentiment that they belong to a great institution, whose spirit they recognize. When my officers come before me they stand at attention in the same spirit. I return the salute of a private exactly as I return the salute of an officer; the principle is the same and the relation is the same; and my officers are as punctilious in returning the salute of a soldier as in giving the salute to me.

"The man who salutes me does not recognize himself as a lower being, but is expressing his respect and loyalty to me and to our country."

And again in General Orders to the American Expeditionary Forces:

"The importance of saluting has

never been properly impressed upon our officers and men. Every soldier should have carefully explained to him the meaning of this salute and the importance of properly saluting, especially the officers of the allied armies. This also applies to field clerks and civilian employes in uniform. Officers will be most punctilious about saluting their superiors and returning the salute of the enlisted men."

So you see, the salute is not a mark of inferiority, but it is the silent manner in which brothers in arms greet each other in every day life.

ORIGIN OF THE SALUTE.

There are many different accounts of the origin of the salute. It probably originated with the knights. When knights in armor met, it was customary for the stranger or junior knight to raise his hand and lift the vizor of his casque in order to be

recognized. The custom has survived the ages down to the present, and its long use shows that it must be of importance in a military sense.

THE HAND SALUTE.

As a preliminary to the hand salute, we must acquire the position of the soldier as prescribed in I. D. R., par. 51. When immobile, such paragraph must be executed in its entirety. In bringing your heels together, snap them together with a click. When walking, we must have the position of the soldier before saluting, in so far as the continuation of the walk will permit. So study and acquire the position of the soldier as a necessary preliminary to the salute. Never salute with left hand in the pocket or behind the back, and don't salute, as I have noticed a Lieutenant saluting, with his pipe in his mouth. Remove pipe, cigar or cigarette to the left hand before saluting.

You have read I. D. R., par. 58 (Sig. Corps D. R., par. 75) prescribing the hand salute, and you have been taught the hand salute on the drill field. Now let us analyze that paragraph.

"Raise the right hand smartly."

That means that those of us who were in the service when the left hand as well as the right was used must reform our habit and discontinue the use of the left hand. The word "smartly" means that we must put snap and pep into the salute. An excellent way of raising the hand smartly is to first raise the elbow to the desired height and then snap the hand into position:

> "till the top of the forefinger touches the lower part of the headdress or forehead above the right eye."

Many men raise the hand too high, and others do not raise it high enough. If your hat is properly placed on your head with the brim

exactly parallel to the ground, and you raise your hand till the tip of the forefinger touches the brim of the hat, you will have the correct height for the hand. See to it that your hand is not in the center of your forehead, but off to the right, and "above the right eye." Your hand will not then obscure your face or eyes. Never hold the hand over your face or eyes when saluting.

"Thumb and fingers extended and joined."

Do not salute with fingers sprawled nor with fingers artistically poised as though holding a cup of afternoon tea nor with hand bent almost double, as some officers and men long in service are wont to do. The hand should be flat and straight.

"Palm to the left."

The palm should not be turned out in the way foreign soldiers salute, nor should it be turned in as is done by some officers and men long in our own service.

"Forearm inclined at about 45°."
That little word "about" has been inserted advisedly. If we are passing a senior standing directly to the right of us, it is necessary to slightly raise the elbow in order that our face will not be obscured. A common mistake of the recruit is that he does not raise his elbow high enough, and does not approximate the angle of 45°.

"Hand and wrist straight."
A perfectly straight line should run from the tips of the fingers to the point of the elbow.

"At the same time look toward the person saluted."
This is one of the most important and at the same time most sinned against of all the saluting commandments. You have seen your company commander salute the reviewing officer at Parade every evening. Emulate his example and execute eyes right or left as the occasion requires and at the same time turn your

head, whenever you salute an officer. Do not hold your neck stiff. Turn the head easily and far enough until you look the officer squarely in the eyes.

"Drop the arm smartly by the side."

The word "smartly" means that this last movement, like the first, must be executed with snap. The arm and hand are to be brought down in one snappy movement all the way to the side. Don't hitch or hesitate or make two movements of it. Some of the soldiers and officers accustomed to the old salute still make this mistake.

HAND SALUTE—COMMON MISTAKES.

There are at least eight common mistakes in rendering the hand salute.

Mistake No. 1. The salute is not rendered in every detail as prescribed by paragraph 58 I. D. R.

Mistake No. 2. The salute is

avoided. I have seen men cross the street or turn into a tent or barracks in order to avoid a salute. Remember that the salute is a privilege peculiar to military men, and that prisoners, and for that matter, civilians, are denied that privilege. General Pershing has said:

> "The salute is not a symbol of servitude, but of loyalty. It means 'I am a soldier, I recognize you as a soldier, and I follow where you lead.' As a young man I have often gone considerably out of my way to salute officers for whom I had a great respect. I remember when I was at West Point, and General Sherman used to come, all the cadets would wait, sometimes an hour or more, where we thought he might pass, so as to have the honor of saluting him."

Mistake No. 3. The head is bowed. Do not bring the head down to meet the hand. Hold the head erect. If anything, tip the head slightly back,

so as to present a very proud appearance, and show to everyone that you are proud to belong to the Brotherhood of Arms, and proud to be a member of the Air Service of the United States Army. In a recent communication of the War Department, sent to all Divisional and Department Commanders, it is said relative to the salute:

> "This phase of the soldier's training must be considered vital, instead of casual or incidental, and the individual should not be classed as proficient until he can perform the act of saluting with the bearing and look of pride that are so vitally necessary to the accomplishment of the real salute."

Mistake No. 4. The salute is not rendered soon enough. If a senior is about to pass close to you, salute at about six paces. Some men do not salute at this proper distance because they fear they may have to exert themselves to hold the salute

until the senior has passed. You will find, however, that the senior will promptly return your salute, and thus release you from further exertions. If he does not do so, you will have the satisfaction of having done your duty, though he may neglect his.

Mistake No. 5. The salute is not held till returned. The recruit especially is apt to bring his hand to salute and then drop it again before the officer has returned the salute. Hold the salute until it is either returned or until it is obvious that the officer has not seen you.

Mistake No. 6. The soldier is absent minded and does not see the officer or colors to be saluted. Lord Chesterfield says of the absent-minded person:

> "An absent-minded man is commonly either a very weak, or a very affected man; but be he which he will, he is, I am sure, a very disagreeable man in com-

pany. For my own part, I would rather be in company with a dead man than with an absent one; for if the dead man give me no pleasure, at least he shows me no contempt, whereas, the absent man, silently indeed, but very plainly, tells me that he does not think me worth his attention."

So don't be absent minded. And if the officer is within saluting distance, which is that within which recognition is easy, say 30 paces, render the salute. (A. R., par 384, Sub. 1.) Therefore, if you are passing an officer on the other side of the street, and the distance is not over 30 paces, and recognition is easy, salute him.

Mistake No. 7. The position of the soldier is not taken. Stand erect with chest out and shoulders down and back when saluting. If immobile, have heels together, left hand at the side and in all respects conform to the position of the soldier as

prescribed by par. 51, I. D. R.

Mistake No. 8. When immobile, the soldier does not turn his face toward the office before saluting. (A. R. 382, Sub. 3.)

To summarize, observe these saluting don'ts. When you salute.

1. Don't have a slouchy appearance.

2. Don't have your coat unbuttoned.

3. Don't have your hat tipped back or on one side of your head.

4. Don't be in any position other than the position of the soldier (unless in motion).

5. Don't have your left hand in your pocket.

6. Don't have a pipe, cigar or cigarette in your mouth, or in the right hand.

7. Don't face away from the person saluted.

8. Don't bow the head.

9. Don't wait too long before saluting.

10. Don't bring your hand down before the salute is returned.

11. Don't be absent minded and thus neglect the salute.

12. Don't raise the hand lackadaisically and without pep.

13. Don't raise the hand too high or too low.

14. Don't hold the right hand in front of the center of the forehead.

15. Don't turn the palm out.

16. Don't turn the palm in.

17. Don't have fingers sprawled or bent.

18. Don't bend hand.

19. Don't bend wrist.

20. Don't detach thumb from other fingers.

21. Don't keep elbow down by the side.

22. Don't look straight ahead, unless the person saluted is squarely in front of you.

23. Don't bring the arm down slowly and without pep.

24. Don't jerk or check the hand in its downward movement to the side.

SALUTE—IN GENERAL.

The discipline and efficiency of any organization is surely determined from the character of the salute of the individuals composing such organization. The Air Service is proud of its discipline and efficiency, and proud of its superior salute. We want you to absorb quickly the ideals and traditions of the Air Service and show by your snappy and proud salute, that you appreciate the privilege of belonging to that honorable service. Then, when you mingle on the streets with men of other organizations, you can readily be identified by the smartness of your salute as a member of the Air Service, without reference to your hat cords or insignia. Then the officers of other organizations will come and ask the officers of this School how such fine

discipline and smartness were acquired by our men.

Salute all officers of the Army, Navy and Marine Corps. (A. R. 392½). Also salute foreign officers. (A. R. 376.)

Salute officers when walking in the same direction and they overtake and pass you, or you pass them. By "officers" I mean commissioned officers; by "enlisted men," privates and non-commissioned officers.

Commissioned officers accompany their salute to other officers with a word of greeting. Officers always salute each other when meeting out of doors. (A. R. 381.) Officers must return the salute of enlisted men. (A. R. 383, Sub. 3.)

Enlisted men salute when they address, or are addressed by an officer; and salute again when the conversation is finished. (A. R. 382, Sub. 4.)

If enlisted men or junior officers are seated, upon the approach of a

senior or the uncased colors, the first one perceiving the officer or colors calls "attention," and they all rise, face toward the officer or colors, and salute. (A. R. 382, Sub. 2.) If standing, they face toward the officer or colors, come to attention with click of the heels, and salute. (A. R. 382, Sub. 3.)

The salute prescribed for officers is identical with that prescribed for enlisted men. There is only one salute prescribed for both. (A. R. 383, Sub. 3, and 385, Sub. 2.)

When you have received your commission, be over particular to set an example to enlisted men and return the salute accurately and smartly. If the enlisted man renders you a smart salute, he is entitled to a smart and correct salute in return. Remember the story about Lord Chesterfield, who, while walking with a friend, passed a blackleg who tipped his hat to Chesterfield. Chesterfield, in return, bowed much lower and lifted his hat more decor-

ously. Chesterfield's friend remarked, "My Lord, do you bow to such a fellow?" Chesterfield replied, "Sir, am I to be outdone in politeness by a notorious blackleg?"

I do not mean that the enlisted man is of lower social standing than the officer. He is not. He is the equal of the highest commanding general. He is simply junior in rank, and placed under the authority of the officer for the purpose of military organization, discipline, efficiency and success in war.

When an officer entitled to the salute passes in rear of a body of troops, it is brought to attention while he is opposite the post of the commander. (A. R. 384, Sub. 2.)

Commanders of detachments or other commands will salute officers of higher grade, by first bringing the unit to attention and then saluting. If the person saluted is of a junior or equal grade the unit need not be at attention in the exchange of salutes. (A. R. 387, Sub. 1.)

If two detachments or other commands meet, their commanders will exchange salutes, both commands being at attention. (A. R. 387, Sub. 2.)

During the playing of the National Anthem or "To the Colors" or "To the Standard" at parades and ceremonies, if under arms, the command shall render the prescribed salute, but if not under arms, the command shall be brought to attention and remain at attention during the playing of the air, the hand salute being rendered by the officer in command. (A. R. 390.)

When several officers are together and are saluted they all return the salute. The old rule whereby only the senior returned the salute has been abrogated. (A. R. 383, Sub. 3.)

Whenever the uncased colors pass, all men not in formation salute when the colors have approached to within about six paces and hold the salute until the colors have passed. (A. R. 377.)

Salute all officers even though you think they do not see you. You will find as a rule that they will see you and will promptly return your salute. If they do not see you, you have proved yourself a more wide-awake soldier than the officer who fails to observe and return your salute.

You naturally ask, "When is it proper to omit the salute?" but before passing to that question, let us adopt the motto "Safety First," and the rule, "When in doubt, salute." If you then make a mistake, and salute when you should not, you will find that the censure you will receive, if any, will be very mild. The average officer is not offended when he is saluted, though the occasion be inappropriate. Remember that the general rule is:

> "Salutes shall be exchanged between officers and enlisted men on every occasion of their meeting, passing near or being addressed, the officer junior in rank or the

enlisted man saluting first" (A. R. 382, Sub. 1.)

The Salute Must Be Omitted:

By prisoners, who are deprived of the privilege of saluting. (Man. I. G. D., 253.) They stand at attention. (Man. I. G. D., 287.)

The Salute May Be Omitted:

1. In public conveyances; or 2. In public places when palpably inappropriate or apt to disturb or annoy civilians present. (A. R. 384, Sub. 3.)

Examples of the above are railway trains, street cars, theatres, restaurants, and hotels. Bear in mind that the salute may only be omitted when it is palpably inappropriate, or apt to disturb or annoy civilians. You must use your judgment and resolve any doubt in favor of the salute.

The Salute is Not Rendered:

1. At work (unless spoken to). (A. R. 382, Sub. 3.)
2. At drill. (A. R. 382, Sub. 1.)
3. At games. (A. R. 382, Sub. 1.)

4. At mess (if officers enter, men will remain seated, but stop eating, and maintain silence). (A. R. 382, Sub. 2.)

5. In a room; unless spoken to. If an officer enters a room occupied by enlisted men, the first man perceiving him calls "attention," when all rise, uncover and remain standing at attention until he leaves.) (A. R. 382, Sub. 2.)

6. Repeated occasions. Should an officer work with an enlisted man indoors or outdoors and remain in the same place, the man would salute when first addressed, and again salute immediately thereafter, but would not continually repeat the salute during the progress of the work, or while remaining in the same place. (A. R. 382, Sub. 3.)

7. On the march (but they may be called to attention). (A. R. 388.)

8. Marching, at double time, trot or gallop. (If a soldier out of formation is running, he comes down to

the walk and salutes.) (A. R. 379.)

9. In trenches (but they may be called to attention). (A. R. 379.)

10. In a military formation. (If an officer addresses a man in formation, the man does not salute but comes to attention if he be at ease or rest.) (A. R. 383, Sub. 5.)

11. Sentinels on post when the salute interferes with their duties. (A. R. 386.)

12. Troops on service of security. (A. R. 388.)

13. In the field under campaign or simulated campaign conditions. (A. R. 388.)

14. By officers meeting each other indoors, unless making or receiving official reports. (A. R. 381.)

SALUTE—FINE POINTS.

Some nice questions have arisen regarding the salute.

1. Should officers reporting indoors salute? Yes. In reporting or receiving reports, they should always

salute. On other occasions, officers do not usually salute each other indoors. (A. R. 381.) Par. 381 has been construed so as to permit the omission of the salute when reporting indoors. But that is not the generally accepted construction.

2. If officers meet indoors or on other occasions when a salute may not be appropriate, should they greet each other verbally? Yes, Brig. Gen. R. K. Evans has said in G. O. issued to his command:

> "In the presence of a superior, if a salute is proper, make it; if circumstances are such that a military salute is not appropriate, use one of the usual forms of courteous salutation; and if not acquainted with the superior and it is possible without being discourteous, introduce yourself or get a mutual acquaintance, to introduce you. Go out of your way to be courteous."
>
> "Wilfully ignoring the presence

of a superior is a flagrant discourtesy of which no officer should be guilty. Superiors are invariably glad to make the acquaintance of juniors and juniors should not be deterred by diffidence or indecision from comporting themselves as their gentlemanly instincts dictate they should. Juniors, in introducing themselves, should be careful to clearly pronounce their names, and state the organization to which they belong. Seniors in reciprocating should avoid indifference and show the juniors their courtesy is appreciated. Servility and courtesy are far apart, and the former is not desired. The obligation on the part of seniors to return the salutation in the form and manner prescribed is even more binding than that resting on the juniors to make it—and failure to do so on their part is a more serious and culpable infraction of and injury to discipline

and comradeship than when committed by inexperience. Greetings should be full, free and frank recognition of gentlemen by gentlemen, conforming to military usage when appropriate; and juniors should not, if the least doubt exists, presume seniors remember them from a previous casual meeting, but should re-introduce themselves."

3. Should enlisted men salute officers when passing on stairways and in halls? They should either (a) salute or (b) halt and stand at attention, permitting the officer to pass. The only reference in Regulations is to the entrance by an officer into a room, when the man stands at attention. (A. R. 382, Sub. 2.) Following Regulations strictly, men should salute in halls and on stairways. But if the hall or stairway be narrow, common sense dictates that the men should stand at attention sideways, and thus make room for the officer

to pass. The salute might obstruct the passage with the elbow. There is ample precedence for either procedure, and this matter, as doubtless other matters, are often decided at different posts by the ruling of the C. O. and an order on the subject.

4. Should an enlisted man, seated in an automobile and thus unable to rise, salute an officer who is walking, and should an enlisted man walking salute an officer riding? (A. R. 406, Sub. 6.)

5. Should enlisted men and officers salute ladies or raise their hats. They should salute. It is desirable to establish a uniform custom in this regard, and many considerations favor the salute. For many years (but not at present), regulations required that ladies be saluted. In most armies the salute is required. It is more military. The ladies like the soldiers and all things military and appreciate the honor of the

salute. Of course, if you meet ladies and then stop to talk to them, salute them first and then hold your hat in hand while talking to them, if you so desire. But it would be more military to keep the hat continually on the head, if outdoors.

THE SALUTE WITH RIFLE AND SABER.

A soldier under arms salutes with the weapon with which he is armed, and not with the hand. (A. R. 383, Sub. 1.)

With the rifle he would execute the rifle salute at "right shoulder arms" or at "trail" or "order arms." (I. D. R., 93 and 94.) On sentry duty, however, he would salute by presenting arms. (Man. I. G. D., 175 and 178.) A sentry armed with pistol salutes with right hand. (Man. I. G. D., 175.)

With saber the salute is rendered by presenting saber. (Sig. Cps., D. R. 1235.) In the Signal Corps officers are armed with the saber (Sig.

Cps., D. R. 1229), but enlisted men with pistols. (Sig. Cps., D. R. 112.) The enlisted men salute with the hand. (Sig. Cps., D. R. 1138, 1153, 1157, 1206, 1257 and 1263.)

As for the consideration of Ceremonies, Salutes with Cannon, Visits and Courtesies and Escorts of Honor, you will find them prescribed in A. R., 375 to 440, I. D. R., 708-744 and 758-765. Manual I. G. D., 222-237, and 347-367, and Signal Corps, D. R., 1123-1120, 1239-1265.

Military courtesy is nothing more than good manners adapted to army conditions and it is something which comes without effort only from men who by nature or training are courteous in civil life.

To those who have not yet acquired this gift—for such it is—it may not be superfluous to quote a few remarks on the subject of manners which have been made by various men of note.

"Good manners are the settled medium of social as specie is of commercial life; returns are expected from both and people will no more advance their civility to a bear than their money to a bankrupt."—Lord Chesterfield.

"I don't believe in the goodness of disagreeable people."—Oliver Dewey.

"Men, like bullets, go farther when they are smoothest."—Richter.

"Life is not so short but there is always time for courtesy."—Ralph Waldo Emerson.

"As charity covers a multitude of sins before God, so does politeness before men."—Greville.

"Better were it to be unborn than to be ill bred."—Sir Walter Raleigh.

"Virtue itself offends when coupled with disagreeable manners."—Bishop Middleton.

"There is no policy like politeness."—Bulwer.

"The courtesies of a small, trivial character are the ones which strike

deepest to the grateful heart. It is the picayune compliments which are most appreciated."—Henry Clay.

"Politeness is like an air cushion. There may be nothing in it, but eases our jolts wonderfully."—Dr. Johnson.

"A good manner often succeeds where the best tongue has failed."—Magoon.

"A polite man is one who listens with interest to things he knows all about when they are told him by a person who knows nothing about them."—DeMorny.

"Good manners is the art of making those people easy with whom we converse. Whoever makes the fewest persons uneasy is the best bred man in the company."—Dean Swift.

"Good manners are the small coin of virtue."—Anonymous.

"Manners are minor morals."—Paley.

"Defect in manners is usually the

defect of fine perceptions."—Emerson.

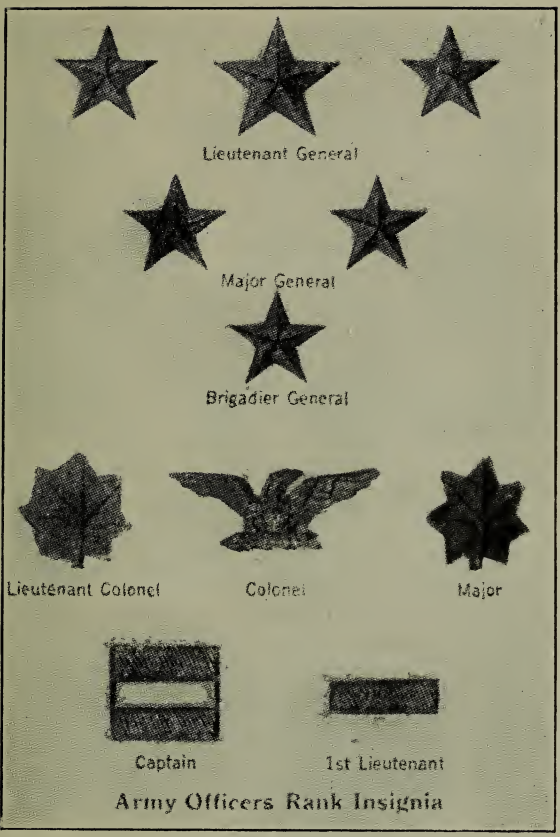
"Pride, ill nature and want of sense, are the three great sources of bad manners."—Dean Swift.

Whistler the artist, was speaking on the subject of French politeness when someone said, "Oh, French politeness is all on the surface."

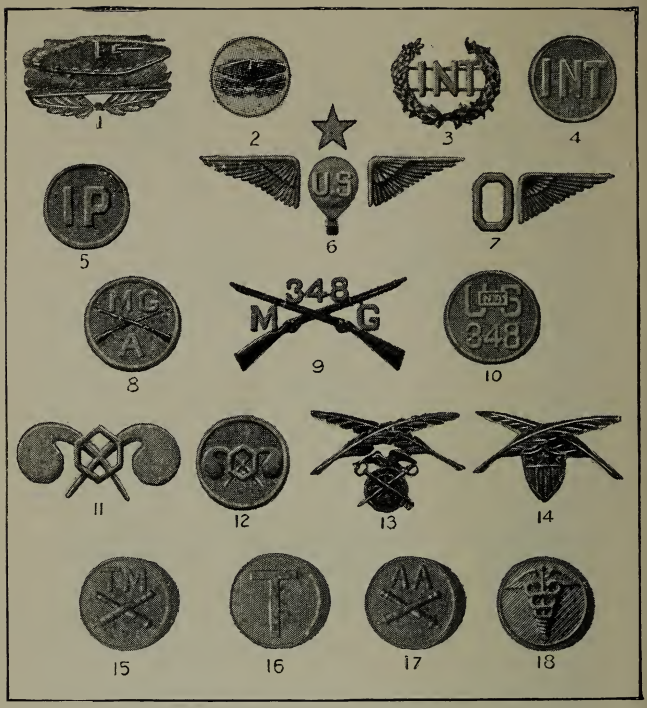
"Is not that where it should be?" replied Whistler.

In the course of an address delivered by the late Mrs. Russell Sage, she said, "I commend to you from my experience of life, the cultivation of good manners—and sound common sense. Character is a perfectly educated will."

MILITARY INSIGNIA



These Cuts from "Our Army and How to Know It."
Courtesy of Munn & Co., Publishers.



NEW ARMY INSIGNIA

1. Cut-out for officers in tank service. 2. Button to be worn on left side of collar by enlisted men in tank service. 3. Cut-out for officer interpreter. 4. Button for enlisted man interpreter. 5. Collar button for enlisted men in the Corps of Intelligence Police. 6. Device for military aeronaut. 7. Observer's device. 8. Machine-gun battalion, button for left side of collar, enlisted men. 9. Officer's cut-out for collar, Machine-gun Battalion. 10. Button for right side of collar, enlisted men, Machine-gun Battalion. 11. Officer's cut-out for Chemical Service. 12. Button for left side of collar, enlisted men Chemical service. 13. Field clerks of the Quartermaster's Corps. 14. Field Clerks of the Adjutant-General's Department. 15. Button for trench mortar men. 16. Button for collar for enlisted men in all Division Trains. 17. Button for right side of collar for enlisted men in Anti-Aircraft Artillery. 18. Button for collar for enlisted men of the Medical Corps in all branches, i. e., Ambulance Corps, Dental Corps, Veterinary Corps, and Sanitary Corps.

All Officers

General Staff Corps

Adjutant General's Dept.

Inspector General's Dept.

Judge Advocate General's Dept.

Quartermaster Corps

Medical Corps

Ordnance Department

Signal Corps

Corps of Engineers

Corps of Engineers Adjutant

Corps of Engineers Quartermaster

Aids to Lieut. General

Aids to Major General

Aids to Brig. General

Army Officers' Collar Ornaments

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Cavalry

Cavalry
Adjutant

Cavalry
Quartermaster

Field Artillery

Field Artillery
Adjutant

Field Artillery
Quartermaster

Chaplain

Coast Artillery

Coast Artillery
Adjutant

Coast Artillery
Quartermaster

Infantry
Philippine Scouts

Infantry

Infantry
Adjutant

Infantry
Quartermaster

Infantry
Porto Rico Rgt.

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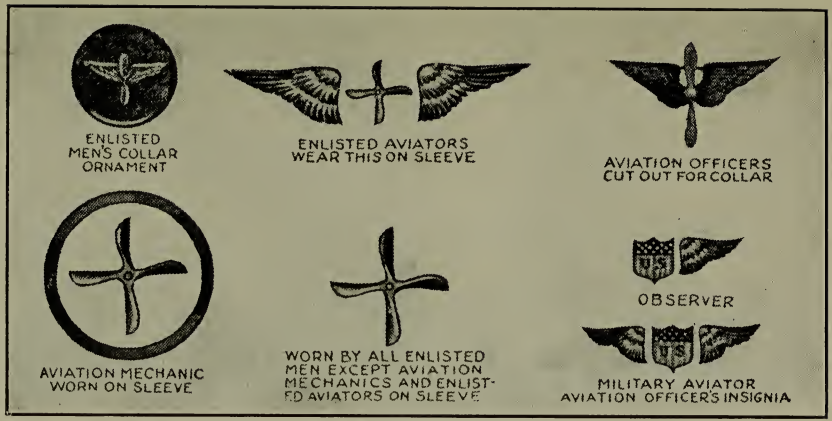
ENLISTED
MEN'S COLLAR
ORNAMENT
ENLISTED AVIATORS
WEAR THIS ON SLEEVE
AVIATION OFFICERS
CUT OUT FOR COLLAR
AVIATION MECHANIC
WORN ON SLEEVE
WORN BY ALL ENLISTED
MEN EXCEPT AVIATION
MECHANICS AND ENLIST-
ED AVIATORS ON SLEEVE
OBSERVER
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